

on December 12, 1943. Prominent members of the library community, such as George F. Bowerman and Clara W. Herbert of the Public Library of the District of Columbia and Dr. Archibald MacLeish, Librarian of Congress, spoke at the dedication. In response to Alice Paul's dedication announcement Florence Bayard Hilles stated that:

It was Thomas Carlyle who said 'The true university of these days is a collection of books'. So the old Coach House has become a library and a university as well.... In expressing my appreciation and gratitude I find it difficult, so I shall content myself by simply saying, 'Thank you, thank you'.

The Florence Bayard Hilles Feminist Library remained an important force within the National Woman's Party until the early 1960s. With a collection of nearly 3,000 books on woman's history between 1900s-1960s, the library is a substantial resource. The collection boasts over 1,000 historic photographs of the National Woman's Party, Alice Paul, and woman's suffrage. Other special collections materials include diaries, letters, manuscripts, cartoons drawings, and a room full of gold and purple banners that once were used to carry the message of women's rights and suffrage to the White House.

By the mid-1970s, the library was all but forgotten. Today, the National Park Service and the National Woman's Party are restoring the Florence Bayard Hilles Feminist Library, both as a building and as an archival collection. The library's women's history collections are being preserved and cataloged in order to make them accessible to researchers interested in women's history. On September 17th, 1998, the library was re-dedicated and re-opened to the public in a gala ribbon cutting ceremony attended by members of Congress, the White House, and the public. After 25 years of neglect, a national treasure trove will be restored to its former glory and re-dedicated to serving the cause of women's history.

The library is now open to the public to serve scholars and researchers of women's history. You can visit the Sewall-Belmont House National Historic Site and library at 144 Constitution Avenue, N.E., Washington, DC by calling 202-546-3989 or via the World Wide Web at <http://www.natwomanparty.org>.

*Douglas Stover is Chief, Cultural Resources, C&O Canal National Historical Park, Maryland. He was Curator, Sewall-Belmont House National Historic Site, Washington, DC.*

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Candace Lein-Hayes

## Records Management Assistance from NARA

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National Park Service personnel and other federal agencies around the country have a place to turn for assistance with records management problems or questions. The National Archives and Records Administration (NARA), Office of Regional Records Services, operates a system of regional records facilities which provide records management services to federal agencies. Each regional records facility serves a specific geographic region and provides a variety of services including low cost inactive records storage, reference service, and records disposition; records management training and technical assistance; and reimbursable micrographic services.

In addition, NARA regional staff are available to provide, by phone or during on-site visits, advice and guidance on records management including federal records management regulations,

application of agency records schedules, preservation of permanent records, disaster planning for agency records, and electronic records management. Most NARA regional records facilities also house a regional archives which collects, preserves, and makes available to researchers the permanent records created by regional offices of federal agencies. General information about the NARA regional records facilities is available on the NARA web pages at <http://www.nara.gov/regional>.

NARA regional records facilities provide low-cost inactive records center storage for federal agencies. Records no longer needed for current business in NPS offices can be retired to a regional records center in accordance with the NPS records schedule. While stored in a NARA records center, the records remain under the legal control of the NPS and access to the record is restricted to agency personnel (unless written authorization is

## ***NARA Regional Record Facilities***

### **NARA-Northeast Region (Boston)**

Frederick C. Murphy Federal Center  
380 Trapelo Road  
Waltham, MA 02452  
Facility Contact: Paul Wester  
Telephone: 781-647-8100  
Area served: Connecticut, Maine, Massachusetts,  
New Hampshire, Rhode Island, Vermont

### **NARA-Northeast Region (New York City)**

201 Varick Street  
New York, NY 10014-4811  
Facility Contact: John Celardo  
Telephone: 212-337-1300  
Area served: New Jersey, New York, Puerto Rico,  
the U. S. Virgin Islands

### **NARA-Mid Atlantic Region (Northeast Philadelphia)**

14700 Townsend Road  
Philadelphia, PA 19154-1025  
Facility Contact: James Mouat  
Telephone: 215- 671-8241  
Area served: Delaware, Maryland, Pennsylvania,  
Virginia, West Virginia

### **NARA-Southeast Region**

1557 St. Joseph Avenue  
East Point, GA 30344-2593  
Facility Contact: James McSweeney  
Telephone: 404-763-7477  
Area served: Alabama, Florida, Georgia, Kentucky,  
Mississippi, North Carolina, South Carolina,  
Tennessee

### **NARA-Great Lakes Region (Chicago)**

7358 South Pulaski Road  
Chicago, IL 60629-5895  
Facility Contact: Shirley Burton  
Telephone: 773-581-7816  
Area served: Illinois, Indiana, Michigan,  
Minnesota, Ohio, Wisconsin

### **NARA-Great Plains Region**

2312 East Bannister Road  
Kansas City, MO 64131-3011  
Facility Contact: R. Reed Whitaker  
Telephone: 816-926-6920  
Area served: Iowa, Kansas, Missouri, Nebraska

### **NARA-Southwest Region**

501 West Felix Street, Bldg. 1  
Fort Worth, TX 76115-3405  
Facility Contact: Kent C. Carter  
Telephone: 817-334-5515  
Area served: Arkansas, Louisiana, Oklahoma,  
Texas

### **NARA-Rocky Mountain Region**

Denver Federal Center, Bldg. 48  
Denver, CO 80225-0307  
Facility Contact: Mark Ferguson  
Telephone: 303-236-0801  
Area served: Colorado, Montana, New Mexico,  
North Dakota, South Dakota, Utah, Wyoming

### **NARA-Pacific Region (Laguna Niguel)**

24000 Avila Road  
Laguna Niguel, CA 92677-3497  
Facility Contact: Diane Nixon  
Telephone: 949-360-2618  
Area served: Arizona, southern California, and  
Clark County, Nevada

### **NARA-Pacific Region (San Francisco)**

1000 Commodore Drive  
San Bruno, CA 94066-2350  
Facility Contact: Sharon Roadway  
Telephone: 650-876-9018  
Area served: Northern California, Nevada (except  
Clark County), American Samoa, Trust Territory of  
the Pacific Islands

### **NARA-Pacific Alaska Region (Seattle)**

6125 Sand Point Way N. E.  
Seattle, WA 98115-7999  
Facility Contact: Candace Lein-Hayes  
Telephone: 206-526-6501  
Area served: Washington, Oregon, Idaho, Hawaii  
and Pacific Ocean area except American Samoa

### **NARA-Pacific Alaska Region (Anchorage)**

654 West Third Avenue  
Anchorage, AK 99501-2145  
Facility Contact: Thomas Wiltsey  
Telephone: 907-271-2443  
Area served: Alaska

provided by the agency). But this does not mean that the records are inaccessible to agency personnel. NARA records centers routinely provide reference service to the records, with most reference requests pulled and on their way back to the agency within 24 hours of receipt at the NARA facility. Once the records stored in a NARA facility have reached their mandatory retention period, NARA staff will handle the records disposition.

Most federal records are scheduled for temporary retention and are destroyed when their mandatory retention period is met. Most inactive-official records scheduled for permanent retention are transferred to NARA with agency approval. Each regional records facility periodically issues a NARA Field Bulletin which provides detailed instructions for records retirement, reference, and disposition. Contact your regional records facility for a copy of the current bulletin.

**Records management training is another service available from the NARA regional records facilities.** The courses available in most regions include Basic Records Operations: Files Improvement and Records Disposition, Records Transfer and Reference, Electronic Records Issues, and Disaster Planning and Response for Records Managers. These courses assist federal employees in acquiring the skills needed to implement good records management practices within their agencies. The general courses are open to employees and contractors of any federal agency but NARA staff can tailor many of the courses for agency specific presentations. The courses are not only offered at the NARA regional records facilities but frequently at locations throughout each region in an effort to make it easier and less expensive for federal employees to attend. Fiscal year 1999 workshop schedules are currently available at the regional records facility serving your area.

**Perhaps the most useful service available from the NARA regional records facilities is the records management advice and guidance available over the telephone from the Records Management staff.**

NARA regional staff have access to the federal records management regulations, guidance and directives issued by federal agencies, professional literature relating to archives and records management, and a library of federal agency records schedules. Through their contacts with federal agencies, NARA staff often are aware of records management solutions implemented by other agencies and can share this information. NARA staff is frequently able to provide on-site technical assistance, although such visits may require reimbursement of travel expenses.

**Micrographic services are available from several of the regional records facilities.** Several national parks located in the NARA, Pacific Alaska Region have used this reimbursable service to microfilm the park's permanent records. In many cases, the paper records were retired to the records center for eventual transfer to NARA after the microfilming was complete and the park maintains a microfilm copy for easy reference. In other cases, the paper records were returned to the park and the microfilm serves as security copy should anything happen to the original records. NARA micrographic labs film to archival standards, so agencies can feel confident that the microfilm will last.

NARA's strategic plan emphasizes working in partnership with federal agencies to improve the management of federal records. One example of this type of partnership is the project to identify, arrange, and describe the archival collection on the Mt. Rainier National Park. NPS and Western Washington University (WWU) have implemented a cooperative agreement for graduate students from the Archives and Records Management program to complete the work on the archival collection. NARA, Pacific Alaska Region under a memorandum of understanding with NPS is providing records management technical assistance to the WWU graduate students and Mt. Rainier National Park staff.

NARA staff have provided guidance in inventorying temporary and permanent records in park offices and storage areas, conducted records management briefings for park staff, and assisted in boxing records for storage in the records center. NARA staff works closely with WWU graduate students to insure federal records management and archival standards are followed when processing the collection. NARA staff has microfilmed much of the archival collection and is now assisting in the creation of a finding aid to the collection. This collaborative effort has benefited all of the parties involved and is making the Mt. Rainier National Park archival collection more easily accessible to NPS personnel and the public.

The NPS mission is to "preserve natural and cultural resources for the enjoyment, education, and inspiration of this and future generations." Good records management will help NPS and other agencies achieve this goal and NARA regional records facilities and staff are a records management resource available to assist federal staff.

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*Candace Lein-Hayes is Coordinator of the Records Management Program, National Archives and Records Administration, Pacific Alaska Region.*